



**STANDARDS FOR ON-THE-JOB TRAINING (OJT)**  
adopted by

**WASHINGTON STATE DEPARTMENT OF CORRECTIONS**

<u>Skilled Occupational Objective(s):</u>	<u>(sponsor)</u> <u>DOT and/or SOC</u>	<u>Term</u>
<b>CORRECTIONAL OFFICER</b>	<b>372.667-018</b>	<b>12 MONTHS (2000 HOURS)</b>



**APPROVED BY**  
**Labor of Industries Supervisor of Apprenticeship**  
**REGISTERED WITH**  
**Apprenticeship Section of Specialty Compliance Services Division**  
Washington State Department Labor and Industries  
Post Office Box 44530  
Olympia, Washington 98504-4530

**APPROVAL:**

JUNE 1, 1982

Initial Approval

JULY 16, 2004

Committee Amended

Standards Amended (review)

APRIL 21, 2006

Standards Amended (administrative)

By: MELINDA NICHOLS  
Supervisor of Apprenticeship

By: PATRICK WOOD  
Secretary of Council

## **WASHINGTON STATE DEPARTMENT OF CORRECTIONS**

The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce On-the-Job Training (OJT) program standards (Standards) for the operation and success of a training program in the State of Washington. OJT programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only trainees registered with the supervisor will be recognized by the WSATC. Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered OJT training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); which govern employment and training. They are part of this training agreement and bind all signers to compliance with all provisions of registered training. Additional information may need to be maintained by the program that is supplemental to these Standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the Labor and Industries Supervisor of Apprenticeship (supervisor), subject to be reviewed by the WSATC, such amendment/s and such changes as approved by the Labor and Industries Apprenticeship Section (department) shall be binding to all parties. Sponsors shall notify trainees of changes as they are approved by the department. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the department may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

### **I. GEOGRAPHIC AREA COVERED:**

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor will ensure compliance with the provisions of any agreement recognized by the department.

**The geographical area covered by these standards shall be State of Washington.**

### **II. MINIMUM QUALIFICATIONS:**

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

Age: **Must be 18 years of age**

Education: **Graduation from high school or GED equivalent**

Physical: **Ability to pass Correctional Officer Academy including physical fitness and defensive tactics portions**

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- Testing: **Completion of an evaluation of experience and training (E&T) administered by Department of Personnel**
- Other: **1) One year of paid or volunteer work experience, equivalent to full time; successful completion of 30 semester or 45 quarter hours of college-level course work majoring in a social or behavioral science or criminal justice  
OR successful completion of a correctional officer training course approved by the Department of Corrections may substitute for experience.**
- 2) Possession of a valid drivers license is required**

### **III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:**

Sponsors with five (5) or more trainees must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of trainees during their OJT shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in the OJT and will operate the OJT program as required by the rules of the Washington State Apprenticeship and Training Council. (WAC 296-05-316(3))

#### **A. Selection Procedures:**

**Exempt per WAC 296-04-405(1)(b)(iv) by reason of selection through implementation of the state's civil service system**

#### **B. Equal Employment Opportunity Plan:**

**Exempt per WAC 296-04-405(1)(b)(iv) by reason of selection through implementation of the state's civil service system**

#### **Discrimination Complaints.**

Any trainee or applicant for the training program who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

### **IV. TERM OF ON-THE-JOB TRAINING:**

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The term of the OJT program must not be more than 2000 hours or 12 months of work experience in each occupation identified in these Standards. The term of training must be stated in hours or months of employment.

**The term of training shall be 2000 hours of work experience**

### **V. INITIAL PROBATIONARY PERIOD:**

All trainees are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of the OJT. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the trainee's acceptance into the program and during which the trainee's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of the program unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the supervisor of apprenticeship may terminate an OJT agreement at the written request by any affected party. The sponsor or the trainee of the program agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to trainees who have completed the initial probationary period.

**The probationary period shall be 12 months of employment in accordance with RCW 41.06.**

### **VI. RATIO OF TRAINEES TO JOURNEY LEVEL WORKERS:**

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the department. The sponsor will assure that trainees are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Trainees will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

**At every Department of Corrections (DOC) facility, the ratio of trainees to qualified, fully trained personnel in this classification shall be not less than one trainee to two journey-level employees. NOTE: All on-the-job training is done by specially trained**

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**journey-level employees (job coaches) under the direction of the COACH supervisor assigned to the DOC facility.**

### **VII. TRAINEE WAGES AND WAGE PROGRESSION:**

The trainee will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of trainees who demonstrate abilities and mastery of the occupation to the level for which they are qualified.

**The employer signatory certifies that wages to be paid the trainee upon entrance to training are at least 50% of the wages paid a fully qualified, journey-level Correctional Officer and will be increased in regular periodic increments as specified in WAC 356-14.**

**Trainees hired as a Correctional Officer-1 (a designated in-training position) are paid at salary schedule level 38. Correction Officer-2 is the journey-level for this classification and is paid at salary schedule level 40. The objective wage rate may be changed by Department of Personnel as specified in WAC 356-14.**

**After successfully completing the one-year training plan as mandated by the DOC, incumbent employees in the Correction Officer-1 job class automatically advance to the Correctional Officer-2 level. However, they must complete an additional six months of probationary training/review to hold permanent status at that level**

**The trainee shall be paid the following scale over the period of training:**

**1st 1000 hour period = salary schedule level 38 step A  
2nd 1000 hour period = salary schedule level 38 step B**

**Trainees who receive credit for previous experience (e.g., intermittent or temporary work as a correctional officer) may be paid above minimum step upon appointment to an in-training position.**

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### **VIII. WORK PROCESSES:**

The trainee shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every trainee shall follow as closely as conditions will permit.

#### **A. Correctional Officer**

#### **Approximate Hours**

At the completion of Correctional Worker Core of the Correctional Officer Academy (RCW 43.101.220) and the facility employee orientation program, a correctional officer is considered ready for post assignment. Over the initial 12-months in an in-training position, the Correctional Officer-1 must complete all elements of the Department's structured on-the-job training program (COACH) to be advanced to a Correctional Officer-2. The successful completion of additional training during a six-month probationary period in this classification results in achievement of journey-level status as a correctional officer.

**NOTE:** With the exception of the formal classroom training described below, the Department's COACH program is performance-based and not specifically hours driven. However, to complete the program, trainees must successfully demonstrate they know the critical information and can perform the identified skills spelled out in the twenty functional areas that comprise the COACH curriculum. Trainees are formally evaluated every four months during their participation in the program. Failure to demonstrate satisfactory performance in all twenty areas, during the 12-months of employment in an in-training position, will result in termination of employment as a correctional officer.

Successful completion of Correction Worker Core and COACH will earn the trainee 30 quarter-hour college credits toward an Associate in Applied Science degree in Correctional Sciences from Peninsula College of Port Angeles, Washington.

**Unit Management (five and one half months allocated; 1000 hours)**

- 1.0 Administrative Issues**
- 2.0 Behavior Management**
- 3.0 Counts**
- 4.0 Emergency Response**
- 5.0 Equipment & Proper Usage**
- 6.0 Property Management**
- 7.0 Movement**
- 8.0 Reports and Documentation**

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- 9.0 Searches and Inspections**
- 10.0 Professionalism**

**General Shift Security (five and one half months allocated; 1000 hours)**

- 1.0 Administrative**
- 2.0 Behavior Management**
- 3.0 Communications**
- 4.0 Incident Response**
- 5.0 Equipment and Proper Usage**
- 6.0 Restraints**
- 7.0 Inmate Movement**
- 8.0 Reports and Documentation**
- 9.0 Searches**
- 10.0 Professionalism**

**NOTE: While several of these topics appear identical, the specific knowledge and skill performance expectations addressed within each will vary because each is targeted to the overall function (Unit Management or General Shift Security) it appears within.**

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### **IX. RELATED/SUPPLEMENTAL INSTRUCTION:**

The trainee must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the trainee is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor must provide for instruction of the trainee during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any trainee to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the trainee in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any trainee, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- (X) Private Technical/Vocational college
- ( ) Training trust
- (X) Other (specify) **Criminal Justice Training – 5 week Correctional Worker Core or 4 week Correctional Officer Academy**

**144** Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

**Correctional Worker Core**

**200**



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<b>Facility/site-specific New Employee Orientation</b>	<b>40</b>
<b>COACH seminars (five must be completed in 12-month in-training position)</b> <b>(TOPICS: Introduction to Use of Lethal Force, Welcome to COACH,</b> <b>Elective Cross-Training/Job Shadowing, Job Coach Transitioning,</b> <b>Regional Specific Issues)</b>	<b>40</b>

- A. Trainees must complete a physical ability test in order to participate in the Department of Corrections five-week Correctional Worker Core or a four-week Correctional Officer Academy (COA) at the Criminal Justice Training Commission. They must demonstrate the ability to perform specified defensive tactic moves in order to successfully complete either curriculum.**
- B. In addition to COACH seminars above, the following are required for trainees who attend COA at the Criminal Justice Training Commission: Industrial First Aid/CPR and Tactical Verbal Skills.**
- C. Regular courses that fulfill the related/supplemental training requirements of these training standards will be delivered by Department of Corrections employees certified as vocational instructors by the Performance Institute of Peninsula College, Port Angeles, Washington.**

### **X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:**

Sponsors may include in this section requirements and expectations of the trainees and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the trainee's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the OJT agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the trainee has the right to file an appeal of the committee's action with the supervisor of Labor and Industries.

Suspension: A suspension is a temporary interruption in progress of an individual's training program that may result in the cancellation of the Training Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Training Program until such time as the Training Committee takes further action.

Cancellation: Refers to the termination of a training agreement at the request of the trainee, supervisor, or sponsor. (as described in WAC 296-05-009).

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### A. General Procedures

**None**

### B. Local Committee Policies

**None**

### C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

- Prior to: 20 days of intention of disciplinary action by a committee/organization
- Committee/organization must notify the trainee in writing of action to be taken
  - Must specify the reason(s) for discipline, suspension, or cancellation
  - Decision will become effective immediately
  - Written reason(s) for such action will be sent to the trainee

- Within: 30 days request for reconsideration from the committee
- Trainee to request local committee to reconsider their action

- Within: 30 days of trainee's request for reconsideration
- Local committee/organization must provide written notification of their final decision

If trainee chooses to pursue the complaint further:

- Within: 30 days of final action
- Trainee must submit the complaint in writing to the supervisor (L&I)
  - Must describe the controversy and provide any backup information
  - Trainee must also provide this information to the local committee/organization

- Within: 30 days for supervisor to complete investigation
- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

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### **XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION**

NOTE: The following is an overview of the requirements associated with administering a training committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this training program. A committee is responsible for the day-to-day operations of the training program and they must be knowledgeable in the process of the training and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not required for Plant or Individual OJT Programs) Convene meetings at least three times per year of the program sponsor and training committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

- B. Program Operations (Chapter 296-05 WAC - Part C & D):

1. The sponsor will record and maintain records pertaining to the local administration of the training program and make them available to the department or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at

<http://www.LNI.wa.gov/TradesLicensing/apprenticeship> or from your assigned apprenticeship coordinator.

- Training Agreement – within first 30 days of employment
- Authorization of Signature - as necessary
- Committee Meeting Minutes – within 30 days of meeting (not required for Plant or Individual OJT programs)
- Change of Status – within 30 days of action by committee, with copy of minutes
- Journey Level Wage – at least annually, or whenever changed

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- Revision of Standards and/or Committee Composition - as necessary
  - RSI and OJT (Quarterly) Reports:
    - 1st quarter: January through March, by April 10
    - 2nd quarter: April through June, by July 10
    - 3rd quarter: July through September, by October 10
    - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the training program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager will administratively approve requests.

### **C. Management of Trainees:**

1. Each trainee (and, if under 18 years of age, the parent or guardian) will sign a trainee agreement with the sponsor, who will then register the agreement, with L&I before the trainee attends the related/supplemental instruction classes, or within the first 30 days of employment as a trainee. For the purposes of industrial insurance coverage, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
  - Additional credit
  - Suspension (i.e. military service or other)
  - Reinstatement
  - Cancellation and/or
  - Corrections
2. Rotate trainees in the various processes of the skilled occupation to ensure the trainee is trained to be a competent journey-level worker.
3. Periodically review and evaluate trainees before advancement to the trainee's next wage progression period. The evidence of such advancement will be the record of the trainee's progress on the job and during related/supplemental instruction.
4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all trainees in the program.
5. A trainee who is unable to perform the on-the-job portion of training may, if the trainee so requests and the sponsor approves, participate in related/supplemental instruction, subject to the trainee obtaining and providing to the sponsor written requested document/s for such participation.

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However, time spent will not be applied toward the on-the-job portion of training.

6. Hear and adjust all complaints of violations of training agreements.
7. Upon successful completion of training, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Training. The program will make an official presentation to the trainee that has successfully completed his/her term of training.

D. Composition of Committee: (see WAC 296-05-313)

Training committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Training committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the trainee(s).

For OJT plant programs the department will act as the employee representative.

Quorum: N/A

Program type administered by the committee: **ON-THE-JOB TRAINING**

The employer representatives shall be:

**Scott Holder, OJT Manager**  
**7345 Linderson Way SW**  
**MS 41118**  
**Olympia WA 98504-1118**

**Aaron Beeson, Alternate**  
**7345 Linderson Way SW**  
**MS 41118**  
**Olympia WA 98504-1118**

The employee representatives shall be:

**Washington State Apprenticeship and Training Council**  
**Department of Labor and Industries**  
**PO Box 44530**  
**Olympia WA 98504-4530**

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**FACILITY:** All State of Washington Department of Corrections facilities housing adult felons.

**OCCUPATION:** Correctional Officer

**NOTE:** The following addendum shall be applicable to all facilities in the State of Washington for whom a blanket OJT Training Program approval is granted by the Department of Labor and Industries, Apprenticeship and Training Division, as approval agency for the Veterans Administration.

### **ADDENDUM:**

**1. AREA COVERED:**

The area to be covered by these standards shall be all of the State of Washington.

**2. BLANKET APPROVALS: (Definition)**

A blanket approval is one which is negotiated between the Apprenticeship and Training Division as approval agency for the Veterans Administration and a Corporate entity (i.e., Regional Headquarters, District Headquarters, etc.), having the authority to set training standards for all of its branches within a given area (state, county, city, etc.).

**3. CRITERIA:**

Compliance with the following criteria is required in all blanket approval cases:

- a. The contents of the program must be sufficient to sustain the training wherever the veteran is moved within the system.
- b. There must be a designated central contact point from which the Apprenticeship and Training Division or the Veterans Administration may obtain VA Enrollment Certificates, Monthly Certification cards of hours worked, Training Agreements and where the Training Progress Records for hands-on related training may be inspected by the VA when necessary.
- c. The Apprenticeship & Training Division and the Veterans Administration must be notified in writing when the veteran changes places of training (Branch to Branch), as long as he or she is in the program.
- d. A listing of all branch facilities involved in the training program will be appended hereto. This listing will be updated with additions and deletions as they occur.

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**DEPARTMENT OF CORRECTIONS - FACILITIES**

<b>Ahtanum View Correctional Complex 2009 South 64th Avenue Yakima, WA 98903</b>	<b>Airway Heights Corrections Center 11919 West Sprague Avenue PO Box 1899 Airway Heights, WA 99001-1899</b>
<b>Cedar Creek Corrections Center 12200 Bordeaux Road PO Box 37 Littlerock, WA 98556</b>	<b>Clallam Bay Corrections Center 1830 Eagle Crest Way Clallam Bay, WA 98326-9723</b>
<b>Coyote Ridge Corrections Center 1301 N Ephrata PO Box 769 Connell, WA 99326-0769</b>	<b>Larch Corrections Center 15314 NE Dole Valley Road Yacolt, WA 98675-9531</b>
<b>McNeil Island Corrections Center 35 Settler Street PO Box 88900 Steilacoom, WA 98388-0900</b>	<b>Mission Creek Corrections Center for Women 3420 NE Sand Hill Road Belfair, WA 98582</b>
<b>Monroe Correctional Complex 16700 - 177th Avenue SE PO Box 777 Monroe, WA 98272-0777</b>	<b>Olympic Corrections Center 11235 Hoh Mainline Forks, WA 98331-9492</b>
<b>Pine Lodge Corrections Center for Women 751 South Pine Street PO Box 300 Medical Lake, WA 99022-0300</b>	<b>Stafford Creek Corrections Center 191 Constantine Way Aberdeen, WA 98520</b>
<b>Washington Corrections Center 2321 W. Dayton Airport Rd PO Box 900 Shelton, WA 98584</b>	<b>Washington Corrections Center for Women 9601 Bujacich Road NW Gig Harbor, WA 98332-8300</b>
<b>Washington State Penitentiary 1313 North 13th Street Walla Walla, WA 99362-1065</b>	